



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:** **FLEET SERVICES SUPERVISOR**

**DEFINITION:** Under direction, plans and supervises the activities and personnel of a vehicle maintenance or towing operation.

**REPORTS TO:** Varies

**EXAMPLES OF DUTIES:**

- Selects, trains, assigns, and evaluates the work of subordinate personnel;
- Establishes operating procedures and work standards;
- Develops and maintains safe working practices and enforces strict conformance to safety regulations;
- Prepares cost estimates;
- Establishes and maintains preventive maintenance schedules;
- Oversees parts inventory and towing inventory systems;
- Prepares and evaluates productivity, inventory and cost reports;
- Prepares written reports;
- Monitors vendor contract compliance;
- Inspects and tests equipment;
- May develop equipment specifications;
- May order equipment, contractual services, materials, and supplies;
- May administer lien sales and property disposal procedures;
- May assist in monitoring and preparing section budget;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Two years of full-time experience in the classification of Equipment Mechanic or Helicopter Mechanic;

Ability to assign, direct and supervise work of other employees;

Ability to communicate effectively both orally and in writing;

Willingness to work overtime, weekends, holidays, and irregular hours;

A valid motor vehicle operator's license.

**HISTORY:**

Title Change from Senior Equipment Mechanic and Senior Body and Fender Mechanic Painter: 12/07/88.

Approval/Adoption Dates: 11/21/88 - Human Resources Department  
12/21/88 - Civil Service Commission